

APPLICATION FOR LICENSE: MORTGAGE BROKER BRANCH OFFICE

Access this form via website at: www.state.hi.us/dcca/pvl

Name of Applicant (Last, First, Middle or Name of Corporation/Partnership/LLC/LLP)		BOARD USE ONLY	Effective Date	License No.
Address of Branch Office (Include street address, suite no., city, state and zip code)				
Branch Office Mailing Address (if different from above):				
License No. of Main Office: MB-	Telephone No. of Principal Office: Telephone No. of Branch Office:			

INSTRUCTIONS

All branch offices shall be registered and conform with the permitted use under the zoning code of the county government.

FEES FOR BRANCH OFFICE:

If applying for licensure between January 1, odd-numbered year, to December 31, odd-numbered year, pay \$195
(*Appl fee - \$25* + License fee - \$50 + ½ renewal - \$50 + CRF - \$70*)

If applying for licensure between January 1, even-numbered year, to December 31, even-numbered year, pay \$110
(*Appl fee - \$25* + License fee - \$50 + CRF - \$35*)

Attach check or money order made payable to: COMMERCE & CONSUMER AFFAIRS.

*Application fee is not refundable.

SOLICITOR IN CHARGE – Submit the following:

If registered with this broker and was never a principal solicitor:

1. Complete Application for Registration – Designated Principal Mortgage Solicitor (MB-13);
2. Application fee of \$25;
3. Experience Certificate (MB-03);
4. Releasing and employing letter (if licensed with another broker);
5. \$10 reissuance fee.

If previously held Designated Principal Mortgage Solicitor's license:

1. Releasing/employing letter;
2. \$10 reissuance fee.

A new mortgage solicitor:

1. Application for mortgage solicitor license;
2. Fee of \$195 if licensed in odd numbered year or \$110 if licensed in even numbered year;
3. Complete Application for Registration - Designated Principal Mortgage Solicitor (MB-13);
4. Experience Certificate (MB-03).

Mail application to Mortgage Brokers & Solicitors, PVL Licensing Branch, DCCA, P.O. Box 3469, Honolulu, HI 96801, or deliver to PVL Licensing Branch, 1010 Richards Street, Lobby, Honolulu, HI 96813.

CERTIFICATION

I, the undersigned, being an authorized representative of the applicant for license as a mortgage broker branch office, hereby certify that the statements in this application are true and correct to the best of my knowledge and belief.

_____ Date	_____ Signature of Mortgage Solicitor in Charge	MS-
_____ Date	_____ Signature of Designated Principal Mortgage Solicitor	MS-

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

**LICENSING BRANCH
PROFESSIONAL AND VOCATIONAL LICENSING DIVISION
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS**

To receive confirmation of your license, fill in your name and mailing address in the block below on the "Notice of Licensure" form. This confirmation will take about 3 weeks to process. The license card will take about 6 weeks to process.

NOTICE OF LICENSURE

Professional and Vocational Licensing Division
Department of Commerce and Consumer Affairs
State of Hawaii

This is authorization to act as a **MORTGAGE BROKER BRANCH OFFICE** until such time that a license is processed.

THIS AUTHORIZATION IS VALID ONLY WHEN SIGNED BY THE EXECUTIVE OFFICER OF THE PROGRAM.

Fill name & complete mailing address in block below:

LICENSE NO. MBB-

EFFECTIVE DATE _____

EXPIRATION DATE _____

Executive Officer